

**TOWN OF TROUTMAN
400 NORTH EASTWAY DRIVE
TROUTMAN, NORTH CAROLINA**

TOWN COUNCIL AGENDA BRIEFING MEETING MINUTES

August 06, 2018 – 4:00 P.M. – Troutman Town Hall

Council Members Present: Mayor Teross W. Young, Jr.; Mayor Pro Tem W. Paul Henkel; Judy Jablonski, Sally P. Williams; James K. Troutman; Paul R. Bryant

Council Members Absent: None

Staff Present: Justin E. Longino, Town Manager; Kimberly H. Davis, Town Clerk; Matthew A. Selves, Police Chief; Erika G. Martin, Planning Director; Emily M. Watson, Parks and Recreation Coordinator; Adam K. Lippard, Public Works Manager; Gary W. Thomas, Town Attorney

Press Present: Debbie Page, SVL Free News
Chloe Moores, Statesville Record and Landmark

Others: (Sign-In sheet is attached to these minutes)

I. MAYOR TEROSS W. YOUNG, JR. CALLED THE MEETING TO ORDER

II. ADJUSTMENT(S) TO THE AGENDA BRIEFING AGENDA

- Removed “To discuss personnel-NCGS 143-318.11(a)(6)” from the Closed Session. (To be discussed at Council September Agenda Briefing).
- Moved Hold Closed Session from the position of Item V to the position of “Item III (A)(2)” on the Agenda Briefing Agenda.

*Upon motion by Council member Henkel, seconded by Council member Bryant, and unanimously carried, adjustments to the Agenda Briefing Agenda were approved.

III. MISCELLANEOUS BUSINESS

A. Business from Council and Mayor

1. Interview of Potential Planning and Zoning Board Candidates for Inside Alternate Member Seat

Two of the four applicants, Tristian Varley and Matthew Weber addressed the Council providing professional background information. Each applicant expressed that they would like to be involved in the Town and local community. Applicant Jim Freeman was unable to attend due to a work engagement, and applicant Ray Welsh did not attend. Council member Bryant requested that the Town Clerk contact Mr. Welsh regarding his interest for consideration.

2. Call For Closed Session Pursuant To NCGS 143-318.11(A)(4) To Discuss Economic Development; Pursuant To NCGS 143-318.11(A)(5) To Discuss Acquisition Of Property

Mayor Young called for a closed session pursuant to NC General Statute 143-318.11(a)(4) to discuss economic development; NC General Statute 143-318.11(a)(5) to discuss acquisition of property; and NC General Statute 143-318.11(a)(6) to discuss personnel.

*Upon motion by Council member Jablonski, seconded by Council member Henkel, and unanimously carried, approved to hold a closed session pursuant to NCGS 143-318.11(a)(4) to discuss economic development; NCGS 143-318.11(a)(5) to discuss acquisition of property

Mayor Young Opened the Closed Session.

Along with Town Council, Mayor Young asked that Town Manager, Justin Longino; Town Clerk, Kimberly Davis, Erika G. Martin, Planning Director; Gary W. Thomas, Town Attorney; Russ Rogerson, Executive Director of Iredell County Economic Development to join the Closed Session.

*****MINUTES OF CLOSED SESSION HAVE BEEN SEALED UNTIL SUCH TIME PUBLIC INSPECTION WILL NO LONGER FRUSTRATE THE PURPOSE OF THE CLOSED SESSION*****

Closing of Closed Session and Reconvene Open Session

*Upon motion by Council member Troutman, seconded by Council member Bryant, and unanimously carried, approved to reconvene open session.

(Copied in full, applications are filed on CD titled: "Town Council Supporting Documents" dated August 6th, and August 9th, 2018 in CD Book #1 titled: "Town Council Supporting Documents")

Other: Council Comments:

Council member Williams

- Reminder: Troutman ESC Park Golf Tournament to be held August 18, 2018 at Lakewood Golf Club.

Mayor Young

- Commented that this is a busy week for the Town and that he appreciates all the work of staff.
 - . Police Department – Wednesday morning-Coffee with a cop at McDonalds (Exit 42)
 - . Police Department – Wednesday evening, 6-8:30pm National Night Out (NNO) at Troutman ESC Park
- Troutman Rotary Club has returned \$2,200 of the \$5,000 that the Town provided to help with the expenses of the Independence Day Festival.

B. Business from Staff

1. Review of Town of Troutman Personnel Policy (Policy #52)

Town Manager Justin Longino shared with Council that has met with Ms. Heather James, HR Representative with the NC League of Municipalities who has agreed to review the Town's Personnel Policy. He recommended that Council allow the review due to the League being the one to represent the Town if there were to be any legalities, and consider approval at a later date. Council was in agreement and asked to be aware of any new revisions proposed. (Centralina Council of Governments (CCOG) assisted in the first revisions of the policy).

Council member Jablonski provided the following feedback from the redlined document:

- . Page 18/Section 1/Paragraph 2 – Remove “veteran of the Vietnam era”, (Leaving it to reference all veterans).
- . Page 24/Section 9/Paragraph 2 – Include “Mayor” as one that should also be informed of violent behavior.
- . Page 31/Section 7 – Include “Spouse” under immediate family.
- . Page 16 – Questioned: If Comp time for exempt employees (stated as: at managers discretion), be considered as discrimination? Mr. Longino responded that he would verify with the League.

Town Manager Longino noted recommended changes.

(Copied in full, Draft Personnel Policy is filed on CD titled: “Town Council Supporting Documents” dated August 6th, and August 9th, 2018 in CD Book #1 titled: “Town Council Supporting Documents”)

2. Review Town of Troutman Position Classification Plan (Policy #18)

Town Manager Justin Longino also shared with Council that Ms. Heather James, HR Representative with the NC League of Municipalities has agreed to review the Town’s Position Classification Plan along with the Personnel Policy, and recommended that the plan also be considered at a later date.

Council member Williams provided the following feedback:

- . Under Town Clerk/Distinguishing Features of the Class – remove the last line that states, “The Town Clerk supervises activities of the Deputy Clerk”, due to the fact that there is not a position classification for a Deputy Clerk.
- . Under SRO/Essential Job Functions – refers to High School only. The other schools that have SRO’s should be included.
- . Under Customer Service Representative and Accounting Technician/Distinguishing Features of the Class, add the statement: “Considerable tact, courtesy, and firmness are required in dealing with the public.

Mayor Young pointed out that under Town Clerk/Essential Job Functions/2nd bullet point; the Town Council is referenced as Board of Aldermen.

Town Manager Longino noted recommended changes.

(Copied in full, Draft Personnel Policy is filed on CD titled: “Town Council Supporting Documents” dated August 6th, and August 9th, 2018 in CD Book #1 titled: “Town Council Supporting Documents”)

V. REVIEW AGENDA ITEMS PROPOSED FOR REGULAR MEETING OF AUGUST 09, 2018, *(Justin Longino, Town Manager)*

*****See Draft Agenda *****

Staff was present to address any questions or concerns pertaining to the agenda.

Consent Agenda:

Item 10. Budget Amendment in the Police Department-Expenditure of Drug Tax Monies

Police Chief Matthew Selves explained that the purpose of the budget amendment is to use drug seizure money to upgrade the sonic wall/security system in the patrol vehicles laptops, and replace two front office computers.

Recognitions and Presentations

Final agenda to be updated and renumbered with the Addition of an "Education Spotlight" recognizing the Town's School Resource Officers as Item 13 making the Business Spotlight Item 14 and etc.

Old Business

Item 16. Approval of Ordinance 16-18 Titled: *"An Ordinance Adopting and Implementing the Annexation Agreement with Mooresville"*, (Tabled item from July 12, 2018 Town Council Meeting)

Town Manager Justin Longino stated that the item, tabled at last month meeting will need a motion to un-table before the item can be considered. He advised that Mooresville is ready to move forward with the agreement that Council approved last month following a Public Hearing. Adoption of Ordinance 16-18 is the final step in the process.

Upon request by Council member Bryant, Planning Director Erika Martin to update shape files with the new planning boundary. He also requested that Council and staff have a future discussion regarding the possibility of requesting additional ETJ from the county.

New Business

Item 21. Consider Adoption of Ordinance 20-18, Titled: *"Town of Troutman Parking Ordinance"*

In a brief review of Ordinance 20-18, Police Chief Matthew Selves explained that the ordinance is the result of the combining of several existing Town parking ordinances originating from a parking ordinance request by Barium Seasons Village. The ordinance addresses issues of parking in front or across from driveways, on sidewalks, on grassy areas between the sidewalk and the curb, close proximity to cross-walks, one way streets, restructuring of fines and penalties, and etc. Council member Jablonski suggested the parking fine be increase from \$20 to \$25. Council member Henkel voiced his disagreement.

In Section 1-11(2) Penalties and Enforcement – Due to a typographical error: "Driver to report within five days after such violation" should read "Driver to report within fifteen (15) days after such violation".

*Upon motion by Council member Jablonski, seconded by Council member Bryant, and carried, increase the parking fine to \$25 was approved.

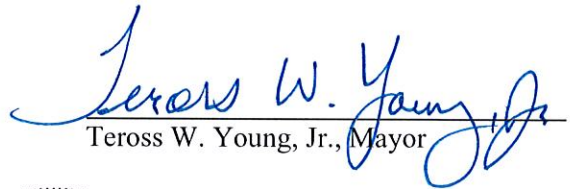
Yeas: Jablonski, Bryant, Troutman, Williams

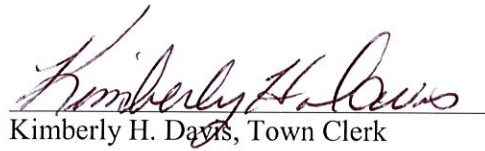
Nays: Henkel

Police Chief Selves stated that the ordinance will not go into effect for 30 days after approval of the ordinance giving the department time to order and receive new citation books and efforts to educate the public. Town Manager Longino stated that the public will be notified through the Town's website, newsletter, and phone tree.

VI. ADJOURNMENT

*Upon motion by Council member Troutman, seconded by Council member Henkel, and unanimously carried, Agenda Briefing Meeting of August 06, 2018 was adjourned at 5:45 p.m.


Teross W. Young, Jr., Mayor


Kimberly H. Davis, Town Clerk

(*) Motion

